

Security Education

Industrial Security
Emission Security
Foreign Disclosure
Controlled Unclassified Info
Security Containers
Continuous Evaluation Program

Industrial Security

- Concerns **DOO** contractors who require access to classified information to perform services
- Before allowing access to classified information you must ensure that the contractor is cleared for the classified information. ***DO THIS BY CHECKING WITH THE SECURITY MANAGER FIRST!***
- The security manager must be aware that contractors are working in the organization. When in doubt, ensure that the security manager is notified

Emission Security

- Normally, cell phones and pagers should be turned off / disabled from receiving calls while in an area where computer equipment is processing classified information
- Cell phones with Integral Digital Camera Capability are not authorized within any AF facility processing classified without written consent from the Designated Approval Authority
- You may refer to AFMAN 33-214, para 3.4 for further information

Foreign Disclosure

- Personnel in organizations that have foreign exchange/liaison officers need to be familiar with foreign disclosure requirements
- Foreign disclosure applies to foreign exchange officers and foreign liaison officers
 - Exchange officers basically work for the AF and are authorized access to classified information as outlined in the **Delegation of Disclosure Authority Letter (which is classified)** as required by AFI 16-107, International Personnel Exchange Program

Foreign Disclosure (cont'd)

- Liaison officers basically work for their own government and are not authorized access to classified information
- If you work with exchange/liaison officers, be sure to inquire on whether or not they are authorized access to classified information and...EXACTLY WHAT INFORMATION THEY'RE AUTHORIZED TO ACCESS

Controlled Unclassified Information

- The following categories of unclassified information are provided. More information may be obtained regarding controlled unclassified information by referencing the applicable directive. You may also refer to DoD 5200.1-R, Appendix C, regarding **controlled unclassified information**

- **For Official Use Only (FOUO).** See DoD 5400.7, Chapter 4 for policy on FOUO information

- **Sensitive But Unclassified and Limited Official Use Information.** Users apply the same marking, accessing, and protecting policy as required for FOUO information

Controlled Unclassified Info (cont'd)

- **Unclassified Controlled Nuclear Information (UCNI).** See DoD 5200.1-R, Appendix C, Section 5
- **Sensitive Information (Computer Security Act of 1987).** See AFI 33-202 for AF policy on protecting information in Federal Government Automated Information Systems
- **If you work with any of the above categories of unclassified information, annotate and consult the referenced documents when in doubt concerning the policy of each category that may apply to you**

GSA APPROVED CONTAINERS

- **GSA approval label is required for all security containers that store classified material**
- **If the container does not have a GSA approved label, an **accredited** locksmith must ensure it meets DoD standards**

GSA Approved Labels

GENERAL SERVICES ADMINISTRATION

APPROVED

SECURITY CONTAINER

(APPLIED TO EXTERIOR CONTAINER)

**THIS IS A U.S. GOVERNMENT, CLASS # CABINET WHICH HAS BEEN
APPROVED BY GSA UNDER FEDERAL SPECIFICATION AA-F-358G. IT
AFFORDS THE FOLLOWING PROTECTION:**

- **20 MAN-HOURS AGAINST SURREPTITIOUS ENTRY**
- **30 MAN-MINUTES AGAINST COVERT ENTRY**
- **0 MAN-MINUTES AGAINST FORCED ENTRY**

(APPLIED TO INTERIOR LOCKING DRAWER)

Storage Requirements

- **Top Secret**
 - TS must be stored in a GSA approved security container or
 - A secure room approved in writing by the Information Security Program Manager (ISPM) with an Intrusion Detection System (IDS)
- **Secret**
 - In the same manner as prescribed for TS
- **Confidential**
 - In the same manner as prescribed for TS and Secret

Combinations

- **Combinations to security containers will only be changed by custodians having authorized access to the security container. Combinations will be changed under the following circumstances:**
 - **When placed in service**
 - **When a combination has been subject to compromise**
 - **When an individual knowing the combination no longer requires access**

Paperwork for Security Containers

SF 700, Security Container Information

- **Must be posted inside the locking drawer of the security container.**
- **Used to record the custodians for the container.**
- **Part 1 of the form contains the location of the container, the names, home address, and home telephone numbers. Part 2 identifies the combination.**
- ***Part 2 must be maintained in a separate safe with the same or higher level of classification***

SF 700

MARKING FOR TRAINING PURPOSES ONLY

SECURITY CONTAINER INSTRUCTIONS INSTRUCTIONS 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERSE.	1. AREA OR POST (If required) Langley AFB	2. BUILDING (If required) 590	3. ROOM NO. 211
	4. ACTIVITY (DIVISION, BRANCH, HQ ACC/PAX		5. CONT. NO. 236824
	6. MFG. & TYPE CONTAINER MOSLER	7. MFG & TYPE LOCK MAS/HAMMER X0-7	8. DATE COMBINATION CHANGED 030105
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE (If required) Joseph T. Security <i>JOSEPH T. SECURITY</i>		
	10. Immediately notify one of the following persons, if this container is found open and unattended.		
EMPLOYEE NAME	HOME ADDRESS		HOME PHONE
RONALD M. CARELESS	555 NO CLUE LANE, GRAFTON, VA		555-5555
HAROLD INCIDENT	1200 BLUNDER ROAD, HAMPTON VA		444-4444
JOSEPH T. SECURITY	3986 ACT TOGETHER ROAD, YORKTOWN VA		555-4444

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS
ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH
APPROPRIATE SECURITY REQUIREMENTS

CONTAINER NUMBER 236824	
COMBINATION	
_____ turns to the (Right) (Left) stop at	36
_____ turns to the (Right) (Left) stop at	25
_____ turns to the (Right) (Left) stop at	55
_____ turns to the (Right) (Left) stop at	_____
WARNING	
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED	
UNCLASSIFIED UPON CHANGE OF COMBINATION	
2A	INSERT IN ENVELOPE
SF 700 (8-85) Prescribed by GSA/ISOO 32 CFR 2003	

1. ATTACH TO INSIDE OF CONTAINER 700-101
NSN 7540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

- **Security container combination**

Part 2 placed inside locking door of secure container
Part 2A placed inside locking drawer of a separate container
MARKING FOR TRAINING PURPOSES ONLY

Standard Form 701

SF 701, Activity Security Checklist

- **Must be completed at the end of each working day to ensure accountability and appropriate safeguarding measures are being met.**
- **Additionally, the SF 701 should be annotated to indicate the container was checked and locked.**
- **The SF 701 can be annotated to include additional security checks if necessary.**

SF 701

ACTIVITY SECURITY CHECKLIST				DIVISION BRANCH/OFFICE HQ ACC/PAX												ROOM NUMBER 211		MONTH AND YEAR Jan 03													
Irregularities discovered will be promptly reported to the designated Security Office for corrective action				<p align="center"><u>Statement</u></p> <p align="center">I have conducted a security inspection of this work area and checked all the items listed below.</p>																											
TO (if required)				FROM (if required)												THROUGH (if required)															
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	29
1. Security containers have been locked and checked.		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
3. Windows and doors have been locked (where appropriate)		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
4. Typewriter ribbons and ADP devices (e.g., Disk, tapes) containing classified material have been removed and properly stored.		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
5. Security alarm(s) and equipment have activated (where appropriate).		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
6. Turn off coffee pot, lights and empty trash.		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	X		
INITIAL FOR DAILY REPORT		JS	JS	JS	JS	JS			JS	JS	JS	JS	JS			JS	JS	JS	JS	JS			JS	JS	JS	JS	JS	JS	JS		
TIME		1700	1708	1650	1715	1900			1710	1700	1645	1700	1705			1730	1800	1645	1700	1700			1708	1715	1630	1700	1700		1700		

Standard Form 702

SF 702, Security Container Check Sheet

- Placed on the outside of the containers and is dated and initialed each time the container is opened and closed.
- At the end of the workday, ensure the “Locked By” and “Checked By” columns are annotated.
- In the absence of another person, the same person can initial both the “Locked By” and “Checked By” columns.

Opening/Closing Records

- One form required for each locking drawer of safe and one on each vault door

- Person opening and/or closing records initials and time in appropriate block

- Person doing end-of-day check completes "Checked By" items

- Form destroyed as soon as

The image shows a sample of a Security Container Check Sheet (SF 702). The form is titled "SECURITY CONTAINER CHECK SHEET" and includes fields for "FROM", "ROOM NO.", "BUILDING", and "CONTAINER NO.". The "FROM" field is filled with "112", "ROOM NO." with "210", and "CONTAINER NO." with "2". Below these fields is a "CERTIFICATION" section with a statement: "I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS." The "MULTIPLE USE" field is filled with "6/2002". The main body of the form is a table with columns for "INITIALS" and "TIME" for "OPENED BY", "CLOSED BY", and "CHECKED BY". The "CHECKED BY" column is further divided into "INITIALS" and "TIME". The table contains three rows of handwritten entries: 6/1 CLE 0730 CLE 0715 ABC 1800, 6/4 NOT OPENED CLE 1830, and 6/5 DGE 0800 BEE 0730 CLE 1700. The bottom right corner of the form includes the text "STANDARD FORM 702 (5-81)", "Prescribed by GSA/1500", "22 CFR 101.11", and "GSA GEN. REG. NO. 300-405".

SECURITY CONTAINER CHECK SHEET			
FROM	ROOM NO.	BUILDING	CONTAINER NO.
112	210		2
CERTIFICATION			
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.			
MULTIPLE USE 6/2002			
INITIALS	TIME	INITIALS	TIME
6/1 CLE	0730	CLE	0715
6/4	NOT OPENED	CLE	1830
6/5 DGE	0800	BEE	0730
		CLE	1700

SF 702

Security Container Check Sheet

AFTO Form 36, Maintenance Record for Security Type Equipment

- **Required to be retained inside the locking drawer or door of each classified container, secure room or vault.**
- **Entries on the AFTO 36 should be made only by technicians performing maintenance on the container and the form should remain with the container at all times.**

APPLIANCE SAFE 4 DR			SERIAL NUMBER		1708645
MANUFACTURER MOSLER		TYPE SAFE	MODEL	LOCATION 65 Sweeney Blvd.	SCS-14
TYPE OF MAINTENANCE	DATE REPAIRED / INSPECTED		NAME ORGANIZATON	CLASSIFICATION LIMITATION	COST OF REPAIR
INITIAL RECEIPT VISUAL INSPECTION	22 JUN 92		305CS/SCSS	TOP SECRET	
LOCK REPAIRED	15 AUG 93		305CS/SCSS	TOP SECRET	
SAFE DRILLED SECRET	20 SEP 94		305CS/SCSS		
DRAWER HEAD REPL.	30 OCT 94		305CS/SCSS	SECRET	
APPLIANCE			SERIAL NUMBER		

Continuous Evaluation Program

Definition

Uninterrupted assessment of a person for retention of a security clearance or continuing assignment to sensitive duties.

Standards of Conduct - The Guidelines

- To maintain access, you must recognize and avoid behavior that might jeopardize your clearance.
- Recognize behaviors in yourself and others that may need to be reported to your security officer and may signal that you or a co-worker may need assistance.
- Early intervention is often the key to quick, effective resolution of problems without harming you or the organization.
- The following slides are examples that could lead to clearance problems and are reportable situations (Linked to the 13 adjudication guidelines).

Self-reporting....

- **Foreign Contacts**

- **Must report contact with individuals of any foreign nationality, either within or outside the scope of your official duties, in which:**
 - » **Illegal or unauthorized access is sought to classified or otherwise sensitive information.**
 - » **You may be concerned that you are a target of an attempted exploitation.**
- **SCI cleared individuals must report all close and continuing relationships with foreign nationals.**

Self-reporting....

- **Financial Problems**
 - **Filing for bankruptcy**
 - **Garnishment of wages**
 - **Have a lien placed upon your property for failing to pay a creditor**
 - **Eviction from a residence for failure to pay rent**
- **Arrests**
 - **Any, regardless of whether or not you were convicted or charges were dropped.**
 - **Other Involvement with the Legal System: Target of legal action such as being sued. Possibility you might be required to discuss your job under oath.**

Summa

ry

- Everyone is obligated to protect classified and sensitive unclassified information whether working with it or not
- Keep classified under constant observation when it's not secured in a security container!
- Report suspected problems to your security manager